

## Form 2 - Foreign travel and associated expenditure approval (occasional travel)

For use by teams not listed in Guide 1 who do not have prior agreement of the need for overseas travel. For more guidance, see the Foreign travel, gifts and hospitality policy.

### Employees planning to travel:

Employee name(s):	Job title(s):
Tom Day	Head of Commercial Development
Aaron Goldie-McSorley	Low Carbon Business Officer

### Purpose/reason justifying the visit:

#### Details:

We would like to ask approval for 2 members of staff to attend a kick-off project meeting in the town of Kortrijk, Belgium, on the **23<sup>rd</sup> and 24<sup>th</sup> of March**. This relates to an EU-funded project called “LECSea” – ‘Local Energy Communities for the 2 Seas region’, a partnership of 10 European and British organisations. This the 1<sup>st</sup> partnership (kick-off) meeting, following the successful award of £350,000 to Essex County Council for our participation in this project. **Travel costs are fully funded by the EU grant and our participation is mandatory.**

### Anticipated value / benefit to ECC / Essex:

#### Details:

The aim of the LECSea project is to maximise the financial benefits of local/low carbon energy generation to communities in the UK and Europe. European and UK Energy markets are transforming from a centralised system to a decentralised and low carbon system. This project will:

- Allow ECC to better understand the opportunities provided by this new Energy market
- Develop a Local Energy Community in Essex, creating partnerships and delivering more local, carbon reducing energy generation for the benefit of the council and local community.

Specific benefits to ECC include:

- **External funding** to deliver ECC Corporate objectives - **approximately £350,000** and 60% of overall project costs.
- Revenue savings – potential reduction in ECC energy bills due to investments.

Contributes to ECC strategic aims:

- “Transform the Council to achieve more with less” and priority 1 “Limit cost and drive growth in revenue”
- “Help create great places to grow up, live and work” and priority 2 “Help to secure sustainable development and protect the environment”.

**ECC staff time is being used as match funding** to attract 60% contribution from the EU programme. On this basis, no additional revenue budget is required for our participation in this project. **Travel costs are fully funded by the EU grant.**

The Belgian Intercommunale Leiedal is our lead partner in this partnership. Other partners include: The West Flanders Development Agency (POM West Flanders), West Flanders Intermunicipal Association, Municipality of Breda, West Sussex County Council, Ghent University, Center for development of eco-enterprises, Pas-de-Calais housing, Community Infrastructure Group CIC

### Details of visit – dates, itinerary, people/organisations to be visited:

Include also potential engagements –state not yet finalised where this is the case.

#### Details:

Meeting taking place on the **23<sup>rd</sup> and 24<sup>th</sup> of March** – 2 full-days to allow comprehensive discussions, planning, knowledge exchange and site visits. Meetings will happen in a venue close to Kortrijk train station.

Two officers are required to participate in this meeting:

Tom Day – Member of the Project Steering Group.

Aaron Goldie-McSorley– Project Manager & Finance – overall project coordination and ensuring project outputs are delivered on time and to budget.

### Estimated costs:

Refer to policy for key areas, eg travel, accommodation, hospitality, gifts if required, and so on. Add information needed to give a clear understanding of the visit and likely expenditure. Show actual costs where known. Where actual costs are not available in advance, please give estimates and then update the actual costs upon your return – see below.

Item:	Notes:	Cost - £ estimate:	Cost - £ actual:
Travel to St Pancras	2 return trains Colchester & Kelvedon to St Pancras	£74	
Travel	2 return tickets by Eurostar (St Pancras – Lille)	£313	
Travel to Kortrijk	2 return travel Lille - Kortrijk	£28	
Accommodation	2-night accommodation for 2	£305	
Travel Expenses	Refreshments & meals not included in the programme	£30	
<b>Total (fully funded by the EU grant)</b>		<b>£800</b>	

**Authorisation to travel:**

The Executive Director will copy this form to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate and Customer Services. If actual costs are not known before travel, please resubmit the updated form upon your return to the Executive Director, who will repeat the above process.

**Executive Director:**


Name	Signature	Date

**Comments:**

----------------------

Prior approval of travel plans and budget is also required by the relevant Committee – see policy.

**Approval of actual costs by Executive Director (after travel):**

Name	Signature	Date
Mark Carroll		02/03/2020